

## Data System Access for Becoming a Mom® Program Evaluation Getting Started with DAISEY

The following steps will guide you toward getting established as a user of the DAISEY data system for Becoming a Mom® implementation. See also the accompanying “Data System Access for Becoming a Mom® Program Evaluation” **Desk Reference**. This document provides a visual guide for the DAISEY Solutions website resources referenced below.

### **Agencies currently using DAISEY**

If your agency will be responsible for BaM data entry, and is an existing user of DAISEY:

1. Go to <https://kdhe.daiseysolutions.org/new-to-daisey/> and complete the “User Management Template” with the following information:
  - a. Name/s of any new users (those who will be entering BaM data who are not already established as a user in DAISEY).
  - b. Request to have BaM forms added to your environment in DAISEY in the “comments” column of the form.
  - c. Name and phone number of primary contact person making this request.
2. Go to <https://kdhe.daiseysolutions.org/knowledgebase/kdhe-implementation-support/> to review the following resources:
  - a. Becoming a Mom Data Entry Option Decision Tree
  - b. Implementation Checklist

### **New agencies to be established as DAISEY users**

If your agency will be responsible for BaM data entry and your agency is **not** an established user of DAISEY:

1. Download and complete the “Terms of Use” agreement at <https://kdhe.daiseysolutions.org/articles/kdhe-terms-of-use/> and return to Meghan Diehl at [Meghan.Diehl@ks.gov](mailto:Meghan.Diehl@ks.gov). Once we receive the signed “Terms of Use” agreement for your agency, we will request your agency be created as an organization in DAISEY.
2. Once you have returned the “Terms of Use” agreement to KDHE, request staff access to DAISEY by following the user access process described on the DAISEY Solutions website: <https://kdhe.daiseysolutions.org/new-to-daisey/>.
  - a. Click on the “User Management Template” tab. Specific instructions are included on the first sheet of the Excel document.
  - b. Request to have BaM forms added to your DAISEY environment in the “comments” column.
  - c. Request access to the BaM forms in the sandbox (training) environment in the “comments” column. Also note the date you wish to have the sandbox open. (Please note, you will only have access to the sandbox environment for two weeks following this date before being moved to the live environment. The sandbox environment will then be closed to avoid the chance of inadvertently entering data in the wrong environment. Please schedule your time in the sandbox environment in close proximity to launching BaM sessions so that practice with data entry is fresh in staff’s minds).

3. Go to <https://kdhe.daiseysolutions.org/knowledgebase/kdhe-implementation-support/> to review the following resources:
  - a. DAISEY for KDHE Overview Webinar Slides
  - b. Becoming a Mom Data Entry Option Decision Tree
  - c. Implementation at a Glance
  - d. DAISEY Implementation Guide
  - e. Implementation Checklist

**All agencies as users of DAISEY for BaM**

For **Data Security** resources, go to <https://kdhe.daiseysolutions.org/find-answers/#44>

1. Data Sharing Communities will use the following resources:
  - a. Client Authorization for Release of Information
  - b. Community Partnership Memorandum of Agreement
  - c. Data Sharing and Confidentiality Technical Brief
2. Non-Data Sharing Communities will use the following resources:
  - a. Client Authorization Form Flowchart
  - b. Client Information Use Notice
  - c. Information Use Language for Notice of Privacy Practices
3. Becoming a Mom® participant consent
  - a. See the accompanying “Becoming a Mom® Participant Informed Consent” and associated signature sheet found under the “Getting Started” tab of the Becoming a Mom® private website homepage.
  - b. This consent form may be adapted by local program sites as needed to fit your local needs, as long as it continues to include permission to collect data from their birth record in the event they do not complete the Birth Outcome Card.

For **Becoming a Mom®** specific resources, go to <https://kdhe.daiseysolutions.org/find-answers/#111> and review the following:

1. Becoming a Mom® Technical Assistance Webinars. These will help familiarize you with BaM forms in DAISEY, details associated with each form, BaM reports in DAISEY and their utilization to ensure quality data.
2. Becoming a Mom® Data Dictionary (of particular importance is the Data Dictionary for the Becoming a Mom® Service Form). This will guide you in accurately completing fields that will impact BaM Reports in DAISEY.
3. Becoming a Mom® Desk Guides. These will assist you in understanding and carrying out form completion and data submission essential to BaM implementation.
4. Print applicable BaM forms from the Printable Forms section.

Following self-study of the above noted resources, please contact Meghan Diehl at [Meghan.Diehl@ks.gov](mailto:Meghan.Diehl@ks.gov) with any continued needs for technical assistance.